

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 12, 2003 Work Session**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Solid Waste Management – New Refuse Semi-Automated Collection Program**

RECOMMENDATION:

None; Staff will provide a status report on activities regarding the implementation of the new refuse semi-automated collection program and the public information campaign.

SUMMARY:

City Council has directed staff to proceed with the necessary steps to implement the new semi-automated refuse collection service by October 1, 2003. Attached you will find a brief report describing the current status and schedule for these activities.

PRIOR ACTION(S):

See attachment.

FISCAL IMPACT:

Funds from the Undesignated Solid Waste Management Operating Fund Balance are being used to acquire the replacements trucks and trash carts, retro-fit existing trucks, and implement the public information campaign.

CONTACT(S):

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ATTACHMENT(S):

Progress Report
Prior Actions

REVIEWED BY:

Solid Waste Management – New Refuse Semi-Automated Collection Program Implementation Progress Report

I. Public Information Campaign

A. City Source features

- ◆ Describing upcoming changes – May 2003
- ◆ Describing new trash collection system – June 2003
- ◆ Carts and distribution information – August 2003

B. Postcard

- ◆ Created and mailed to all City residents and property owners, new trash system and included a return reply for choice of cart
- ◆ Letters mailed to all property owners (not living at residential address) explaining the new trash system
- ◆ First 100 respondents receive water bottle
- ◆ Over 65% of postcards returned; some still being returned
- ◆ Also obtained information regarding rental units not previously known

C. Informational Packets to be distributed with Trash Carts

- ◆ Roll Out Lynchburg Pamphlet (Trash Cart Guidelines)
- ◆ Trash Disposal Decal Order Form
- ◆ Toter (cart manufacturer) General Information Brochure

D. Landfill Open House is planned for Saturday, September 20

- ◆ Kick-off describing upcoming semi-automated trash collection system
- ◆ Includes new refuse collection demonstration – trucks and carts
- ◆ Landfill tour
- ◆ Compost demonstration
- ◆ Drawing of prizes donated by various companies

E. Television Commercials on WSET and Adelphia Cross-channels

- ◆ Introductory commercial created and aired
- ◆ Commercial being developed to inform citizens of upcoming cart deliveries
- ◆ Commercial being developed to remind citizens of new trash collection system and implementation date

F. Press Release

- ◆ Informed public of new trash system, late June. Results: Front page headline news in News & Advance (6/26/03); discussed on local news channels; discussed on radio news

G. Radio

- ◆ Ads to air later this month to promote new trash system on several local radio stations

H. Web pages created and placed on City's website describing trash system

I. Distribution of information to households

- ◆ Route notification changes for residents whose day of collection will be changing

II. Purchase Equipment

A. Refuse trucks

- ◆ Purchase of Replacement Trucks
 - Purchase Orders have been placed for four replacement trucks equipped for semi-automated collection. Delivery is anticipated in late August or early September.

- ◆ Retrofitting of existing refuse collection trucks
 - Purchase Orders have been placed and schedule of work has been finalized to occur during late August and early September.

B. Trash Carts

- ◆ Initial order of 10,000 carts was received during the week of July 21st. The carts have been assembled and stored in a warehouse.
- ◆ A second purchase order for 12,000 carts has been placed with an anticipated delivery date of late August.
- ◆ Distribution to City residents is scheduled to begin the last week of August. (It is projected to take four weeks to distribute the carts to residences and small businesses).

C. Trash Tags and Annual Decals

- ◆ Orders have been placed for both:
 - 32-gal tags and the new 64-gal tags
 - 32-gallon and the 64-gallon decals; the 64-gal decal is noticeably longer.
 - The color of the annual decal will be the same as the City of Lynchburg vehicle decal.
 - Order forms for annual decals will be placed in the informational packets that will be distributed with the new trash carts.

D. Computer hardware and software

- ◆ Purchases have been made and computers installed for two new employees.

III. Small Businesses

- A. Current users have been identified by refuse drivers, commercial listing, and user call ins.
- B. Letters have been sent to small businesses to determine if they will continue using City service and for their cart selection.
- C. Distribution to small businesses is scheduled to begin the last week of August. (It is projected to take four weeks to distribute the carts to residences and small businesses).

IV. Multiple Family Complexes

- A. Notification has made to units between two and four units in size about the upcoming changes.
(Staff has been identifying rental units classified as residential)
- B. Staff has worked with owners of complexes that have units greater than four in size to assist with their disposal needs.

V. Future Implementation Actions

- A. Billing system revisions
- B. Common good user fee information

Attachment #1
Solid Waste Management Changes
Prior Actions

May 28, 2002 – City Council approved user rates for tires, commercial, industrial and sludge and landfill tipping fee rates.

June 25, 2002 – City Council reviewed solid waste services and payment methods and directed staff to hold citizen meetings and discuss these issues and bring back their feedback and input.

October 29, 2002 – City Council reviewed citizen feedback and input regarding solid waste services and payment methods. Council also discussed the current services and possible changes, as well as funding options.

November 5, 2002 – City Council reviewed Solid Waste Management issues including restricting residential refuse collection to single and multi-family complexes up to four units. City Council approved the change in collection beginning with the implementation of the semi-automated collection system.

December 10, 2002 – City Council approved the following actions:

- The implementation of semi-automated refuse collection.
- Free decals will be distributed to the disadvantaged, elderly on tax relief and the residents of the Tyreeanna/Pleasant Valley neighborhoods.
- City residents will be allowed one free trip per month to the landfill up to 250 lbs. (excludes brush and bulk trips)
- City residents will be allowed to bring to the landfill all bulk and brush without charge; (this would not count as the free monthly trip).
- The initial cost of the uniform trashcans and upgrade/purchase of semi-automated trash trucks will be paid for out of the Undesignated Solid Waste Fund Balance.
- Operation Plant-A-Tree funds collected as a result of the recycling drop-off program will continue to go to Solid Waste (Special Revenue Fund).

January 28, 2003 – City Council approved the following actions:

- The size of the trash carts (32 and 64 gallon) that the City will provide to its residents. The residents will be allowed to select the appropriate size cart for their household.
- The current trash tag / decal system will remain in place and the current \$0.95 tag or \$40 annual decal will be required for use on the 32 gallon cart; either two \$0.95 tags or one \$1.90 tag will be required on the 64 gallon cart or two \$40 annual decals or an \$80 decal will be required. Residents placing bags out for collection will be required to attach a \$0.95 trash tag to the bag.
- A new \$5.00 solid waste fee will be charged to all single-family households and to multi-family complexes up to four units in size utilizing City trash collection services. The Billings and Collections Division will add this fee to the current utility bill for payment. It will be necessary to create a solid waste billing system for those single family households currently not using City water or sewer.
- Increased administrative and personnel costs in the Billings and Collections Division as well as the Utility Department were agreed upon. Two new positions in the Billings and Collections Division will be funded as well as increased overtime in the Utility Meter Reader Section up to \$5,000 will be paid by the Solid Waste Management Fund.

May 27, 2003 – City Council reviewed the proposed changes to the City Code and received an update from City staff regarding the implementation of semi-automated refuse collection and the residential solid waste user fee (\$5.00).

June 10, 2003 – City Council approved City Code changes regarding Solid Waste Issues on a 5 to 2 vote.

June 24, 2003 – City Council held Public Hearing regarding Supplemental Funding requests of \$1,180,000 to cover the costs of replacements trucks, retro-fitting of existing refuse trucks with tippers, trash carts and Public Information Campaign.

July 8, 2003 – City Council approved Supplemental Funding for Solid Waste Management Operating Budget in the amount of \$1,180,000 to implement the semi-automated refuse collection system in a 5 to 2 vote.